

NIH Manual Chapter Review Record

Use prescribed by NIH Manual 1710.

Many manual chapters need to be reviewed by organizations outside the issuing office. Use this form to record such review.

NIH Manual Chapter Number and Title

Section A. Issuing Office

Instructions for Issuing Office:

1. Determine the organizations that need to review the manual chapter. See the reverse of this form for suggested organizations.
2. Prepare one form for each reviewing office by completing the identifying information on the right half of the form in Section A.
3. For the convenience of the reviewing offices, mark each page that needs to be reviewed or list page numbers in "Specific Instructions" below.
4. Keep this form and all comments provided by the reviewer until this version of the chapter is revised.

Person to Contact in Issuing Office

Organization

Date Material Sent

Building and Room

Phone No.

Name of Reviewing Office

Building and Room

Special Instructions for Reviewer (*e.g., page numbers, type of review needed*)

Section B. Reviewing Office

Instructions for Reviewing Office:

1. Please review the enclosed manual chapter. See "Specific Instructions for Reviewers" above, and complete all items in Section B.
2. Return this form, your comments, and the manual chapter to the contact shown in Section A.
3. We ask for a maximum 5-day turn-around time for your review. Please call the contact shown in Section A if this is not feasible.

Reviewer's Name

Phone No.

Date Reviewer
Received Package

Date Reviewer
Cleared Package

Reviewer's Comments (*Use additional sheet(s) if necessary.*)

Suggested Reviewing Offices

(Call DMP on 496-2832 for further advice.)

Use this guide to help determine who should review manual chapters.

- Any office mentioned in the text of the chapter.
- Any office responsible for a number series in the NIH Manual who is not the issuing office for a particular chapter. For example, if the Division of Management Policy (DMP) issues a chapter which is part of the 2300 personnel series, DMP should send the chapter for review to the Division of Personnel Management (DPM). At a minimum, DPM needs to be aware that the chapter is going to be issued in the 2300 series.
- These organizations when the chapter relates to their subject areas:

Organization Name	Subject Areas
<i>Office of the Director:</i>	
Office of Equal Opportunity _____	NIH Equal Employment Opportunity Program, Discrimination Complaints Program, and Special Emphasis Programs.
Office of Intramural Research _____	Animal care and use, technology transfer, human subjects research.
Office of Science Policy and Legislation _____	
Committee Management Office _____	Advisory committee organizations/memberships.
<i>Office of Administration:</i>	
Division of Contracts and Grants _____	All contract actions, financial advisory services.
Division of Financial Management _____	Budget, financial reports, accounting, disbursing.
Division of Management Policy _____	Delegations of authority, organization references, directives, regulations, forms references, records, Privacy Act.
Division of Management Survey & Review _____	Audits.
Division of Personnel Management _____	Staffing, recruitment, benefits, compensation, classification, training, personnel information.
<i>Office of Acquisitions Management:</i>	
Division of Logistics _____	Supply, transportation, personal property, shipping and receiving.
Division of Procurement _____	Non-delegated acquisitions under Small Purchase Procedures.
Office of Small Purchase Policy _____	Delegated acquisitions under Small Purchase Procedures.
Office of Information Resources Management _____	All IRM functions including acquisition of Federal Information Processing (FIP) resources; systems security; IRM strategic management, planning, and budget activities.
Office of Communications _____	Public information; audiovisual, editorial operations; Visitor Information Center; DeWitt Stetten, Jr., Museum/Historical Office; Freedom of Information Act.
<i>Office of Research Services:</i>	
Office of Administrative Management _____	Travel and change of duty station.
Division of Safety _____	Radiation safety; occupational safety and health; environmental protection; waste management; emergency and fire protection services; employee health services; and media and glassware services.
Division of Engineering Services _____	Maintenance and facilities engineering, materials acquisition, elevators, shops and groundskeeping services, design and construction services.
Division of Space and Facilities Management _____	Rental buildings, lease agreements, space issues, telecommunications, conference services, and sanitation services.
Division of Security Operations _____	Police, locksmith, security.
Division of Support Services _____	Printing, reproduction, and mail services.
Office of Extramural Research _____	Extramural research policy concerning grants, cooperative agreements, contracts, peer review, advisory committee functions and operations, program management, animal welfare, protection of human subjects, training, and fellowships.
Division of Research Grants _____	Extramural research policy on grants, cooperative agreements, peer review, initial review groups, animal welfare, protection of human subjects, and fellowships.
Office of General Counsel _____	Legal matters, delegations of authority.